



California Department of Education – Child, Youth, and Family Services Branch

**Child Development
Division**

**MANAGEMENT
BULLETIN**

Subject: USE OF CLIENT INFORMATION AND REQUIREMENTS FOR CONFIDENTIALITY	No.: MB 00-25
Authority: <i>Education Code</i> Section 8358.5	Date: February 2001
	Expires: Until Rescinded

ATTENTION: ALL ALTERNATIVE PAYMENT PROGRAM CONTRACTORS

PURPOSE

The purpose of this Management Bulletin is to inform Alternative Payment Program (APP) contractors responsible for CalWORKs Stages Two and Three Set-Aside child care about the use of client information and the requirements for confidentiality.

BACKGROUND

In enacting Assembly Bill 1542 (Chapter 270, Statutes 1997), the Legislature expressed its intent that families experience no break in their child care services due to a transition between the stages of child care.

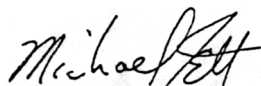
The California Department of Social Services administers CalWORKs Stage One child care through county welfare departments (CWDs). The California Department of Education (CDE) administers CalWORKs Stage Two and Stage Three Set-Aside child care through contracts with APPs. The Chancellor's Office of the California Community Colleges administers CalWORKs child care for current and former CalWORKs recipients attending community college.

The *Education Code* (EC) requires agencies administering CalWORKs child care services to share the information necessary to administer the program (EC §8358.5).

STATUTORY REQUIREMENT

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the subsidized child care program (EC §8358.5). The sharing of information with and between CWDs, APPs, Resource and Referral agencies and local community college CalWORKs child care programs is an integral part of ensuring that CalWORKs child care services are provided to needy families as quickly and effectively as possible. Therefore, sharing information directly related to the administration of child care and CalWORKs child care services between these entities does not violate confidentiality requirements. This includes information regarding eligibility and need for child care services, and any information needed to process child care payments.

If you have any concerns or questions, please contact your assigned Child Development Division Field Services Consultant.



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This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code 33308.5.